



RESIDENTIAL BUILDING PERMIT APPLICATION

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Inspector's Signature	

An incomplete application will delay the review process, or cause denial of the application

PERMIT NO. RB-_____

Project Address			
Legal Description	Subdivision - Phase	Block	Lot
Owner	NAME		EMAIL
	Address	Phone	
Contractor	NAME		EMAIL
	Address	Phone	
Electrical Contractor	Name		Email
	Address	Phone	
Mechanical Contractor	Name		Email
	Address	Phone	
Plumbing Contractor	Name		Email
	Address	Phone	
Class of Work	<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair		
Description of Work			
Electric Provider	<input type="checkbox"/> Oncor <input type="checkbox"/> Wise Electric Coop		Gas Provider <input type="checkbox"/> Atmos
Living A/C Space			Total Sq Footage
Number of Stories			Estimated Value (Contracted)
<i>The Undersigned applicant hereby certifies that the project described herein will be built in accordance with the plans and specifications submitted at the time of application. All provisions of laws and ordinances, governing this type of work will be complied with whether specified herein, or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any local or state law regulating construction or the performance of construction. When a permit has not been issued within one-hundred-and-eighty (180) days following the date of application, the application and plan review shall expire. The City of Aurora does not assume responsibility for workability of utilities on all lots.</i>			
Applicant's Signature			
Printed Name			Date

Amended 09/17/2019

Single Family Residential – Checklist

****Incomplete applications/submittals will not be accepted****

New homes to be constructed must have an approved final plat prior to submitting for any building permit. Building permit approval will not be authorized until the project is "Final Accepted" by the City.

<input type="checkbox"/>	Applicant must STAMP, SIGN, DATE the first (1 st) page of three bound sets submitted for plan review.	
<input type="checkbox"/>	Residential Permit Application COMPLETELY filled out and signed with: <ul style="list-style-type: none"> <input type="checkbox"/> Project Address provided on application <input type="checkbox"/> Legal Description provided on application <input type="checkbox"/> TPDES # provided with a copy of the certificate <input type="checkbox"/> Class, description of work, total square footage and number of stories 	<ul style="list-style-type: none"> <input type="checkbox"/> Owner name, complete address, phone number and email address(es) <input type="checkbox"/> Contractor name, complete address, phone number and email address(es) <input type="checkbox"/> Gas and electric providers <input type="checkbox"/> Valuation based on contracted amount with homeowners
<input type="checkbox"/>	General Contractor currently registered with: <ul style="list-style-type: none"> <input type="checkbox"/> Valid Registration Number <input type="checkbox"/> Proof of Liability Insurance <input type="checkbox"/> Valid Driver's License with photo 	<input type="checkbox"/> The following subcontractors are registered with the City: <ul style="list-style-type: none"> <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing
<input type="checkbox"/>	Total valuation, as showing in contract, is provided on this application	
<input type="checkbox"/>	Submittal is compliant with the following codes, and amendments: <ul style="list-style-type: none"> <input type="checkbox"/> 2018 International Residential Code <input type="checkbox"/> 2018 International Energy Conservation Code <input type="checkbox"/> 2018 International Fire Code <input type="checkbox"/> 2017 National Electric Code 	
<input type="checkbox"/>	Paper Copy - Building Plans must be provided with: <ul style="list-style-type: none"> <input type="checkbox"/> Two (2) completed BOUND sets of architectural plans, folded (max size 24" height x 36" width) <input type="checkbox"/> Cover Sheet containing Code Compliance Year, Project Analysis and Location Address <input type="checkbox"/> One copy of the engineer's plan folded (shear wall, roof, truss designs, 1st floor ceiling – truss layout TJI, LPI or WEB). If web joist 8.5"x11" cut sheets shall be required with all code required framing. <input type="checkbox"/> One copy of engineered foundation plan and details <input type="checkbox"/> One copy of the Engineer of Record letter <input type="checkbox"/> One copy of slab calculations <input type="checkbox"/> One copy of an approved Energy Software Compliance Report <input type="checkbox"/> One copy of the Manuals J&D provided by the HVAC Contractor 	
<input type="checkbox"/>	One CD in PDF format must include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Engineer's Letter <input type="checkbox"/> Architectural Drawings <input type="checkbox"/> Foundation and Framing Plans <input type="checkbox"/> Energy Software Compliance Report <input type="checkbox"/> Manual J and Manual D – HVAC <input type="checkbox"/> Plot Plan 8.5"x11" to 8.5"x14" 	
<input type="checkbox"/>	Additional Paper Documents – Plot Plan (2 Copies) which shall contain the following: <ul style="list-style-type: none"> <input type="checkbox"/> Drainage arrows <input type="checkbox"/> Lot side and percentage of lot coverage <input type="checkbox"/> Easements <input type="checkbox"/> Finished pad elevation <input type="checkbox"/> Finished floor elevation <input type="checkbox"/> Garage floor elevation (used for driveway slope) <input type="checkbox"/> Plan Number <input type="checkbox"/> Perimeter spot grade <input type="checkbox"/> Full address, including subdivision, lot and phase <input type="checkbox"/> Scaled layout 1" – 20' 	

DISCLAIMER: The following guidelines are for informational purposes only. The contractor is obligated to comply with all currently adopted codes and ordinances. This form may not reflect the current code. Please contact the City to verify. Residential project sites must be zoned for the intended residential use and be a platted lot of record. Once plans are released for construction, any revisions must be submitted for review.

Applicable International Building Codes

The following Codes with amendments have been adopted by Ordinance:

- 2018 International Residential Code
- 2017 National Electric Code
- 2018 International Fire Code
- 2018 International Energy Conservation Code
- 2018 International Fuel Gas Code
- 2018 International Plumbing Code
- 2018 International Mechanical Code

General inspection and job site policies

1. The General Contractor is responsible for all inspection requests.
2. Call 817.636.2783 x 3 to request your inspection. This line is not answered, it is a REQUEST LINE ONLY voice mail service. If you have code specific questions, please email the building official at cbo@auroratexas.gov
3. The City approved; stamped set of plans must be on the jobsite for all inspections.
4. Inspections shall not be performed on the same day. Inspections shall be completed, weather permitting, within 48-hours (excluding Federal/State/Local holidays and weekends).
5. No inspections will be performed until all re-inspection fees have been paid.
6. Addresses must be posted at each building site at all times and visible from the street.
7. A portable restroom facility must be on site until an indoor facility is available.
8. A trash receptacle must be onsite at all times. The site must be free of debris and trash at all times.
9. Adequate erosion control must be installed prior to construction and must be maintained throughout the project.
10. The type of inspection, job address, contact phone number, and permit number must be included with all inspection requests.

An inspection may be cancelled, and/or a re-inspection fee may be charged when:

1. The requested inspection is not ready when the inspector arrives.
2. The building site does not have an address clearly posted.
3. City approved plans are not on site.
4. The building is locked or otherwise not available for inspection.
5. The job site is red tagged twice for the same item.
6. The original red tag has been removed from the job site.
7. A trash receptacle is not provided.
8. A restroom facility is not provided.
9. Ordinance violations exist on the property including, but not limited to, inadequate erosion control, trash control or tree protection.

Required Inspections

No work should be covered until it is inspected for International Code compliance. **Photographs will not be accepted in lieu of on-site inspections without the express written consent of the Building Official.**

At a minimum, code inspections must be performed at the following stages of construction:

1. Initial Lot Grading / Tree Protection / Erosion Control *
2. Temporary Electrical Pole
3. Plumbing Rough
4. Foundation**
5. Framing & Seconds
 - a. Framing ***
 - b. Electrical Rough
 - c. Mechanical Rough
 - d. Plumbing Top Out
6. Gas Final / Meter Release
7. Electrical Meter Final / Release
8. Building Final / Final Lot Grade / CO

**Initial Grading / Tree Protection / Erosion Control inspection must be approved prior to Plumbing Rough.*

***Form Board Survey approval required at Plumbing Rough inspection. One copy of the survey must be on site and one copy sent to and received by the City.*

****Framing may include veneer / wall tie, fireplace and/or lathe.*

Waste Material & Hours of Operation

1. A trash container of appropriate size must be present on the job site at all times.
2. Sites must be kept clear of construction and related waste at all times. Inspections may be cancelled and/or fines assessed where debris is allowed to accumulate or is not properly contained.
3. All residential and commercial construction sites must utilize refuse containers from the City's franchised waste hauler, Progressive/Waste Management (817.222.2221). Contractors are not allowed to use a non-franchised waste hauler.

Hours of Operation

The City strictly regulates noise – between the hours of 9:00 PM and 7:00 AM, only work that does not create noise audible at the property line is permitted. In addition, contractors are advised to check with the respective Homeowner's Association regarding work hour limitations.

*** NOTE *** Codes are subject to change. The most current regulatory code may not be reflected on the permit forms. Please contact the building official to verify current codes at cbo@auroratexas.gov or by contacting a public information specialist at info@auroratexas.gov